## **Discrimination Complaint Log**

|   | Pursuant to 29 CFR 38.37 (c), DLR must maintain, and submit to CRC upon request, a log of complaints filed against DLR that allege discrimination on the ground(s) of race, color, religion, sex, national origin, age,              |
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| ı | disability, political affiliaton or belief, citizenship, and/or participation in a WIOA Title I-financially assisted program or activity. Information that could lead to identification of a particular individual as having filed a |

complaint must be kept confidential. Only authorized personnel for authorized purposes can have access to this document.

Local Office:

Date of the Alternative Name of WIOA-Alleged Grounds/B Accused Dispute Discrimatory ases of Date of Name of Phone Status of Funded (person Date of Resolution Complaint Complainant Address of Complainant Number Complainant Program Incident Complaint Description/Issue of Complaint /entity) Dispositon Dispositon (ADR)?

| Discrimination Complaint Log Instruct |  |   |  |
|---------------------------------------|--|---|--|
| Column                                | Category                                     | Instrucitons  |  |
| В                                     | Date of Complaint                            | Format: MM/DD/YY  |  |
| С                                     | Name of Complainant                          | Complete name of individual filing complaint.   |  |
| D                                     | Address of<br>Complainant                    | Complete address of complainant.  |  |
| E                                     | Phone Number                                 | Complainant's phone number  |  |
| F                                     | Status of Complainant                        | *Employee *WIOA Participant *Applicant Service *Provider  |  |
| G                                     | WIOA-Funded Program                          | For complaints involving one or more of the programs listed below that receive financial assistance from DOL, enter the letters designating the program(s).  * Program authorized under WIOA Title I (WIOA)  * Employment Services Program (ES)  * Unemployment Insurance Program (UI)  * Trade Adjustment Act Program (TAA)  *Adult Education Learning (AEL) |  |
| Н                                     | Date of the Alleged<br>Discrimatory Incident | Date of the last allegedly discriminatory incident. Format: MM/DD/YY.   |  |
| _                                     | Grounds/Bases of<br>Complaint                | Enter grounds (bases) of discrimination alleged in complaint: race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship, or participation in any WIOA Title I-financially assisted program or activity. See 29 CFR 38.5. Examples: sex (F); race (White); national origin(Arab).                             |  |
| J                                     | Description/Issue of<br>Complaint            | Enter a brief description of the allegedly discriminatory conduct. Examples: denial of training; racial slurs; sexual harassment; denial of services; hostile work environment.   |  |
| К                                     | Name of Respondent<br>(person /entity)       | The person or entity alleged to have committed the discriminatory act, or to be responsible for the alleged discrimination. Identify the Respondent. If a person, provide that person's name, if known, or position. If an entity, provide the entity's title.  |  |
| L                                     | Dispositon                                   | Enter a description of the disposition of the complaint (the outcome of the complaint processing procedure). Examples: Settled; Resolved; No Probable Cause; Withdrawn, etc.  |  |
| M                                     | Date of Dispositon                           | Enter date of the disposition described in Column K (Disposition). Format: MM/DD/YY.  |  |
| N                                     | Alternative Dispute<br>Resolution (ADR)?     | Enter "Yes" if complaint was processed utilizing an Alternative Dispute Resolution (ADR) procedure, or "No" if not.   |  |